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# Community Development Financial Institutions Fund

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## Bank Enterprise Award Program

2000 Application

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Community Development Financial Institutions Fund

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# **Bank Enterprise Award Program**

## **2000 Application**

CDFI-0002

Paperwork Reduction Act Notice.

This submission requirements package is provided to applicants for awards under the Bank Enterprise Award Program. The estimated average burden associated with this collection of information is 10 hours per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Department of the Treasury, Community Development Financial Institutions Fund, 601 Thirteenth Street, N.W., Suite 200-South, Washington, DC 20005.

Catalog of Federal Domestic Assistance Number: 21.021

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# Requirements

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In order to be considered for an award, completed applications must be received by the date and time indicated in the Notice of Funds Availability published in the *Federal Register* for the applicable funding period. If an Applicant fails to submit substantially complete application materials at the offices of the Fund by the application deadline published in the applicable notice, the Fund will not accept the materials submitted and will return them to the sender. Applications shall be submitted in the format described below. Capitalized terms that are not defined in the application have the same meaning as in 12 CFR Part 1806.

## Application Materials

Each applicant shall complete the following application materials:

- Part I. Applicant Information
- Part II. Application Checklist
- Part III. Worksheet 1. BEA Rating and Calculations
- Part IV. Worksheet 2. Assessment Period Projected Activity Summary
- Part V. Worksheet 3. Distressed Community Designation (if an Applicant proposes to carry out Development and Service Activities or CDFI Support Activities)
- Part VI. Worksheet 4. CDFI Distressed Community Activities (if applicable)
- Part VII. Other Application Requirements
- Part VIII. Environmental Review
- Appendix A. Assurances and Certifications

## Submitting your Application

Send an original and one copy of all application materials to:

Awards Manager  
Community Development Financial Institutions Fund  
U.S. Department of the Treasury  
601 Thirteenth Street, N.W., Suite 200-South  
Washington, DC 20005

To the extent feasible, to expedite the processing of your application, it would be helpful if you submit: (1) one unbound original application (all attachments must be unbound); and (2) one copy in a three ring binder. Please submit all materials without staples or other forms of binding that would complicate photocopying.

The Fund will not accept applications via facsimile or electronic transfer or e-mail.

If you have any questions about this application, you may call the Fund at (202) 622-8662, write to the Fund at the above address, or send questions by facsimile to (202) 622-7754.

<b>For CDFI Fund Use Only</b> ID No.: _____ Received date: _____ Received time: _____	<h2 style="text-align: center;">Part I. Applicant Information</h2>
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<b>APPLICANT INFORMATION</b>			
Applicant Name:			
Mailing Address (Street, P.O. Box, City, State, Zip Code):			
Authorized Representative (Name and Title):		Telephone Number:	
		Facsimile Number:	
Contact Person (Name and Title):		Telephone Number:	
		Facsimile Number:	
ASSET SIZE (as reported in 6/30/99 Report of Condition or Thrift Financial Report)			
Total Assets:		Date of Report:	
Tax I.D. Number:	Dunn & Bradstreet Number:	FDIC Charter Number:	
Congressional District of Applicant's Main Office:			
To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the Applicant, and the Applicant will comply with the attached Assurances and Certifications if the grant is awarded.			
Signature of Applicant's Authorized Representative:			Date Signed:

Is the Applicant a certified CDFI or seeking certification as a CDFI?                      yes ☐ no ☐

<b>CDFI IDENTIFICATION</b> (only for applicants carrying out CDFI Related Activities)			
CDFI Name:			
Mailing Address (Street, P.O. Box, City, State, Zip Code):			
Authorized Representative (Name and Title):		Telephone Number:	
		Facsimile Number:	
Contact Person (Name and Title):		Telephone Number:	
		Facsimile Number:	
Duplicate and attach this page, as needed, in order to provide the information requested on each CDFI in which the Applicant may make Equity Investments or engage in CDFI Support Activities.			

How many hours did it take you to complete this application? \_\_\_\_\_

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## Part II. Application Checklist

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### **Don't Forget!**

**Your application should include:**

*Check ✓ as  
Appropriate*

#### **Yes For All Applicants:**

- ☐ Applicant Information Form
- ☐ Worksheet 1a or 1b (Rating and Calculation Worksheet)
- ☐ Worksheet 2 (Assessment Period Projected Activity Summary)
- ☐ Federal Deposit Insurance Certificate
- ☐ Applicant Articles of Incorporation
- ☐ Applicant By-Laws
- ☐ Federal- or State-Issued Bank or Thrift Charter
- ☐ Environmental Review Form
- ☐ Assurances and Certifications (signed and unaltered)
- ☐ Call Report or Thrift Financial Report (as of period ending June 30, 1998)
- ☐ Annual Report (most recent available)

#### **For Applicants Reporting Development and Service Activities:**

- ☐ Worksheet 3 (Distressed Community Designation) from BEA Help Desk
- ☐ Distressed Community Maps from BEA Help Desk
- ☐ Narrative Description of the Distressed Community

#### **For Applicants Reporting CDFI Support Activities:**

- ☐ Worksheet 3 (Distressed Community Designation) from BEA Help Desk (for EACH CDFI in which the applicant is carrying out CDFI Support Activities)
- ☐ Distressed Community Maps from BEA Help Desk (for EACH CDFI in which the applicant is carrying out CDFI Support Activities)
- ☐ Worksheet 4 (CDFI Activities in Distressed Community) (to be completed by EACH CDFI in which the applicant is carrying out CDFI Support Activities)

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## Part III. Worksheet 1. BEA Rating and Calculations

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**INSTRUCTIONS:** CDFIs should Complete Worksheet 1a\*  
Non-CDFIs should Complete Worksheet 1b

**Qualified Activities are defined on the following page**

### Development and Service Activities:

- Lines 1-4:** List the dollar value (as defined in 12 CFR 1806.202(c)) of each Service Activity for the Baseline Period (Column A) and the Assessment Period (Column B). Subtract the value in Column A from the value in Column B for each activity to yield a remainder. List the remainder in Column C. Multiply the remainder by the assigned priority factor in Column D to yield a weighted value. List the weighted value of each activity in Column E.
- Line 5:** Add the values listed on lines 1, 2, 3, and 4 of Column E to yield a Service Score. List the Service Score in Column F, line 5.
- Line 6:** Compare the Service Score in Column F, Line 5 to the Development Score in Column F, line 14. If the Service Score is greater than the Development Score, reduce it to the same amount as the Development Score to yield an Adjusted Service Score. List the Adjusted Service Score in Column F, line 6.
- Lines 7-13:** List the dollar value (as defined in 12 CFR 1806.202(c)) of each Development Activity for the Baseline Period (Column A) and the Assessment Period (Column B). Subtract the value in Column A from the value in Column B for each activity to yield a remainder. List the remainder in Column C. Multiply the remainder by the assigned priority factor in Column D to yield a weighted value. List the weighted value for each activity in Column E.
- Line 14:** Add the values listed on lines 7 through 13 of Column E to yield a Development Score. List the Development Score in Column F, line 14.
- Line 15:** Add the Service Score (Column F, line 5) or the Adjusted Score (Column F, line 6), whichever is less, to the Development Score (Column F, line 14) to yield a Total Development and Service Score. List the Total Development and Service Score in Column F, line 15.
- Line 16:** Multiply the Total Development and Service Score (Column F, line 15) by 0.15 if the Applicant is a CDFI or by 0.05 if the Applicant is not a CDFI to yield an Estimated Award Amount for Development and Service Activities. List the Estimated Award Amount in Column F, line 16.

### CDFI Related Activities:

- Line 17:** List the dollar value (as defined in 12 CFR 1806.202 (c)) of Equity Investments for the Baseline Period (Column G) and the Assessment Period (Column H). Subtract the value in Column G from the value in Column H to yield a remainder. List the remainder in Column I. List the Applicant's requested award percentage in Column J (see 12 CFR 1806.203 (a) and 1806.204 (b)(2)(ii)) and multiply Column I and Column J and list the product in Column K.
- Line 18:** List the dollar value of CDFI Support Activities (as defined in 12 CFR 1806.202 (c)) for the Baseline Period (Column G) and the Assessment Period (Column H). Subtract the value in Column G from the value in Column H to yield a remainder. List the remainder in Column I. Multiply Column I and Column J and list the product in Column K.
- Line 19:** Add the amounts listed on Lines 17 and 18 of Column K. List the Estimated Award Amount on line 19 of Column K.

Worksheets 1a, 1b, and 2 notes:

- [1] Business Loans, Agriculture Loans, and related Program Investments of \$100,000 or less.
- [2] Business Loans, Agriculture Loans, and related Program Investments of more than \$100,000 through \$250,000.
- [3] Business Loans and related Program Investments of more than \$250,000 through \$1,000,000 and Agriculture Loans and related Program Investments of more than \$250,000 through \$500,000.

\*Only use Worksheet 1a if the Applicant has been certified by the CDFI Fund as a CDFI (see 12 CFR 1805.201) or is seeking certification.

## Part III. Worksheet 1. Final BEA Rating and Calculations (con't.)

DEFINITION OF QUALIFIED ACTIVITIES**	
QUALIFIED ACTIVITIES	REFERENCES IN REGULATION
I. DEVELOPMENT AND SERVICE ACTIVITIES	1806.103(s), 1806.200(a), 1806.201(b), 1806.203(c), 1806.204(b)
A. SERVICE ACTIVITIES	
Deposits	1806.201(b)(4)(i), 1806.202(c)(2)
Financial Services	1806.103(u), 1806.201(b)(4)(ii), 1806.202(c)(3)
ETAs/IDAs	See NOFA published in the Federal Register for 2000 funding round.
Community Services	1806.103(p), 1806.201(b)(4)(iii), 1806.202(c)(3)
B. DEVELOPMENT ACTIVITIES	
Consumer Loans	1806.103(q), 1806.201(b)(4)(iv), 1806.202(c)(1)
Single-Family Loans and Project Investments	1806.103(ee), 1806.201(b)(4)(v), 1806.202(c)(1), 1806.103(bb)
Multi-Family Loans and Project Investments	1806.103(aa), 1806.201(b)(4)(vi), 1806.202(c)(1), 1806.103(bb)
Commercial Real Estate Loans and Project Investments	1806.103(l), 1806.201(b)(4)(vii), 1806.202(c)(1), 1806.103(bb)
Business Loans, Agricultural Loans, and Project Investments [1]	1806.103(k), 1806.103(b), 1806.201(b)(4)(viii), 1806.202(c)(1), 1806.103(bb)
Business Loans, Agricultural Loans, and Project Investments [2]	1806.103(k), 1806.103(b), 1806.201(b)(4)(ix), 1806.202(c)(1), 1806.103(bb)
Business Loans, Agricultural Loans, and Project Investments [3]	1806.103(k), 1806.103(b), 1806.201(b)(4)(x), 1806.202(c)(1), 1806.103(bb)
II. CDFI RELATED ACTIVITIES	
A. EQUITY INVESTMENTS	1806.103(n), 1806.201(a), 1806.204(b)(2)
Stock purchases	1806.103(t), 1806.202(c)(1), 1806.203(a), 1806.204(b)(2)
Grants	1806.202(c)(4)
Purchase of partnership interest, limited liability comp. membership	1806.202(c)(1), 1806.202(c)(4), 1806.103(t)
B. CDFI SUPPORT ACTIVITIES	1806.202(c)(4), 1806.103(t)
Loans	1806.103(o), 1806.200(a), 1806.202(c)(3), 1806.203(b), 1806.204(b)(2)
Technical assistance	1806.202(c)(1)
Deposits	1806.202(c)(3)
	1806.202(c)(1), 1806.103(o)

\*\*Qualified Activities are defined in 12 CFR 1806.103(cc) and 1806.201.

[ ] See notes on page 6.



# Part III. BEA Rating and Calculations/Worksheet 1a for CDFIs Only\*

Applicant: \_\_\_\_\_

**Baseline Period:** January 1, 1999 through June 30, 1999

**Assessment Period:** January 1, 2000 through June 30, 2000

	A	B	C	D	E	F
<b>DEVELOPMENT AND SERVICE ACTIVITIES</b>	Baseline Period	Assessment Period	Projected Change in Activity	Priority Factor	Weighted Value	Score
<b>SERVICE ACTIVITIES</b>						
1 Deposits				1.0		
2 Financial Services				1.2		
3 ETAs/IDAs				2.0		
4 Community Services				1.4		
5 Service Score						
6 Adjusted Service Score (if applicable)						
<b>DEVELOPMENT ACTIVITIES</b>						
7 Consumer Loans				1.2		
8 Single-Family Loans and Project Investments				1.4		
9 Multi-Family Loans and Project Investments				1.6		
10 Commercial Real Estate Loans and Project Investments				1.6		
11 Business Loans, Agricultural Loans, and Project Investments [1]				1.9		
12 Business Loans, Agricultural Loans, and Project Investments [2]				1.8		
13 Business Loans, Agricultural Loans, and Project Investments [3]				1.7		
14 Development Score						
15 Total Development and Service Score						
16 Est. Award Amount for Eligible Dev. and Service Act. (Total Score x .15)						

	G	H	I	J	K
<b>CDFI RELATED ACTIVITIES</b>	Baseline Period	Assessment Period	Projected Change in Activity	Award Percentage	Award Amount
17 Equity Investments					
18 CDFI Support Activities				.33	
19 Estimated Award Amount for CDFI Related Activities					

[ ] See notes on page 6.

\* Only use Worksheet 1a if the Applicant has been certified by the CDFI Fund as a CDFI (see 12 CFR 1805.201) or is seeking certification.

# Part III. BEA Rating and Calculations/Worksheet 1b for Non-CDFIs

Applicant: \_\_\_\_\_

**Baseline Period:** January 1, 1999 through June 30, 1999

**Assessment Period:** January 1, 2000 through June 30, 2000

	A	B	C	D	E	F
<b>DEVELOPMENT AND SERVICE ACTIVITIES</b>	Baseline Period	Assessment Period	Projected Change in Activity	Priority Factor	Weighted Value	Score
<b>SERVICE ACTIVITIES</b>						
1 Deposits				1.0		
2 Financial Services				1.2		
3 ETAs/IDAs				2.0		
4 Community Services				1.4		
5 Service Score						
6 Adjusted Service Score (if applicable)						
<b>DEVELOPMENT ACTIVITIES</b>						
7 Consumer Loans				1.2		
8 Single-Family Loans and Project Investments				1.4		
9 Multi-Family Loans and Project Investments				1.6		
10 Commercial Real Estate Loans and Project Investments				1.6		
11 Business Loans, Agricultural Loans, and Project Investments [1]				1.9		
12 Business Loans, Agricultural Loans, and Project Investments [2]				1.8		
13 Business Loans, Agricultural Loans, and Project Investments [3]				1.7		
14 Development Score						
15 Total Development and Service Score						
16 Est. Award Amount for Eligible Dev. and Service Act. (Total Score x .05)						

	G	H	I	J	K
<b>CDFI RELATED ACTIVITIES</b>	Baseline Period	Assessment Period	Projected Change in Activity	Award Percentage	Award Amount
17 Equity Investments					
18 CDFI Support Activities				.11	
19 Estimated Award Amount for CDFI Related Activities					

[ ] See notes on page 6.

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## Part IV. Worksheet 2. Assessment Period Projected Activity Summary

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**Applicant** \_\_\_\_\_

**Assessment Period:** January 1, 2000 through June 30, 2000

### INSTRUCTIONS

Briefly describe all Qualified Activities (Development and Service Activities and CDFI Related Activities) summarized in Worksheet 1 projected to be carried out during the Assessment Period. Descriptions should include projected dollar amounts, terms, conditions of assistance, and structure of each activity (see examples below and on the next page). For Financial Services, Community Services, and technical assistance provided as a CDFI Support Activity, include the method used to calculate the dollar value of the assistance and describe how the assistance benefits the Distressed Community designated in the Application. Write "0" if there is no activity; if not reporting an activity, enter "not reporting" and provide a brief explanation. Attach additional pages, if necessary.

DEVELOPMENT AND SERVICE ACTIVITIES	
Deposit Activities (Worksheet 1, line 1)	
Financial Services (Worksheet 1, line 2)	
ETAs/IDAs (Worksheet 1, line 3)	
Community Services (Worksheet 1, line 4)	
Consumer Loans (Worksheet 1, line 7)	
Single-Family Loans and related Project Investments (Worksheet 1, line 8)	
Muti-Family Loans and related Project Investments (Worksheet 1, line 9)	

Example: An applicant thrift proposing to make Single Family Loans might write the following statement.  
*The thrift intends to make 10 mortgage loans with an average original amount of \$100,000 per loan for a total of \$1 million in estimated activity. The interest rate is 10%, with 15 year maturity.*

Example: An applicant bank proposing to undertake Community Services might write the following statement.  
*In partnership with a local community agency, bank loan officers pledge to contribute up to 20 hours each of assistance to clients of the Small Business Assistance Center. 20 hours x 3 officers x \$30 per hour = \$1,800 plus \$200 for materials. The activity is valued at \$2,000.*

## Part IV. Worksheet 2. Assessment Period Projected Activity Summary (con't.)

DEVELOPMENT AND SERVICE ACTIVITIES (CONT.)	
Commercial Real Estate Loans and related Project Investments (Worksheet 1, line 10)	
Business Loans, Agricultural Loans, and related Project Investments [1] (Worksheet 1, line 11)	
Business Loans, Agricultural Loans, and related Project Investments [2] (Worksheet 1, line 12)	
Business Loans, Agricultural Loans, and related Project Investments [3] (Worksheet 1, line 13)	
CDFI RELATED ACTIVITIES	
Equity Investments (Worksheet 1, line 17)	
CDFI Support Activities (Worksheet 1, line 18)	

[ ] See notes on page 6.

Example: An Applicant bank proposing to make Equity Investments in three CDFIs might write the following statement.

1. A \$1 million stock purchase in the ABC Community Development Bank with expected return of 2% annually;
2. A \$100,000 grant to the XYZ Community Development Credit Union; and
3. A \$200,000 equity-like loan to the JKL Loan Fund. The terms of the loan are currently being negotiated, but it is expected to have a rolling maturity, be subordinated to all other loans, and payments of principal and interest will only be required if the CDFI has sufficient cash flow after satisfying all other obligations.

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## Part V. Distressed Community Designation

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### Who Needs to Designate a Distressed Community?

- Each Applicant that proposes to carry out Development and Services Activities is required to designate one or more Distressed Communities that it is seeking to serve during the Assessment Period.
- Where an Applicant is engaging in CDFI Support Activities with a CDFI, it is required to designate one or more Distressed Communities that the CDFI currently serves. The Applicant should include the required Distressed Community Worksheet(s), map(s) and narrative Distressed Community description for the CDFIs for which it is engaging in CDFI Support Activities as *part of its application*.

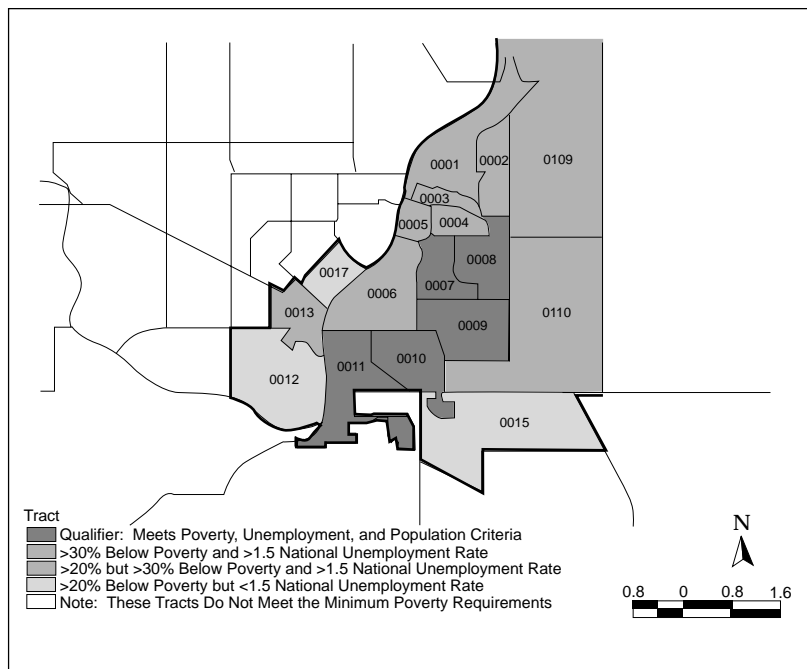
### What is a Distressed Community? (See 12 CFR 1806.200)

- **Geographic Unit:** A Distressed Community consists of Geographic Units (as defined in 12 CFE 1806.103(w)) and must be located within the boundaries of one Unit of General Local Government as defined in 12 CFR 1806.103(gg). The boundaries of a Distressed Community must be contiguous. An Applicant can designate an area as a Distressed Community by selecting a Geographic Unit(s) which individually meets the minimum population, poverty and unemployment requirements discussed below. An Applicant can also designate a Distressed Community by selecting two or more Geographic Units which, in the aggregate, meet the poverty and unemployment requirements provided that no designated Geographic Unit within the Distressed Community has a poverty rate of less than 20 percent.
- **Minimum Population Requirements:**
  - Metropolitan Areas:* The population of a Distressed Community must be at least 4,000 if any portion of the area is located within a Metropolitan Area with a population of 50,000 or greater.
  - Non-Metropolitan Areas:* The population of a Distressed Community must be at least 1,000 if no portion of the area is located within a Metropolitan Area.
  - Indian Reservations:* If a Distressed Community is located entirely within an Indian Reservation, it is not required to meet the minimum population requirements.
- **Poverty:** A Distressed Community must have at least 30 percent of its Residents with incomes that are less than the national poverty level, as determined by the U.S. Bureau of the Census in the 1990 decennial census.
- **Unemployment:** A Distressed Community must have an unemployment rate that is at least 1.5 times greater than the nation average, as determined by the Bureau of Labor Statistics' most recent data (for the 2000 funding round, this will be 12-month average data for May 1998 through April 1999).

## Part V. Distressed Community Designation (con't.)

### How Do I Designate a Distressed Community?

- An Applicant must submit a: (1) Worksheet 3; (2) map; and (3) brief narrative description of each Distressed Community it is seeking to serve during the applicable funding round.
- **Go to the Fund's new CDFI Fund Help Desk Website at [www.cdfifundhelp.gov](http://www.cdfifundhelp.gov).** The Help Desk is also linked to the Fund's main Website at [www.treas.gov/cdfi](http://www.treas.gov/cdfi). The Help Desk will provide *easy* step-by-step instructions on how to designate a Distressed Community. The Help Desk will enable you to *instantly* create and print your own Distressed Community Worksheet 3 and a corresponding map at your desk! The Help Desk also lists a customer service telephone number that you can call if you have questions.



Sample Distressed Community Map

### Worksheet 3: Distressed Community Designation

Applicant Name: Sample Bank  
Applicant City/State: Sample City  
Unit of General Local Government for the  
Distressed Community: Census Tracts

The Distressed Community is Located.

- ☒ within a metropolitan Area with a population of 50,000 or more  
☐ entirely outside of such metropolitan Area;  
☐ entirely within the boundaries of an Indian Reservation

State Code	Unit Name	Geo. Unit Code	Total	Percentage Below Poverty	National unemployment Rate	Total Civilian Labor Force	Number of Persons Unemployed	Unemployment Rate	County Unemployment Rate	Ratio of Geo. Unit Unemployment Rates to Nat'l Unemployment Rate
26	Tract 1	145000100	4,502	76.2	5.10%	220	96	43.59	4.7	8.547
26	Tract 2	145000200	903	52.9	5.10%	549	69	12.62	4.7	2.475
26	Tract 3	145000300	1,012	55.0	5.10%	236	40	16.93	4.7	3.320
26	Tract 4	145000400	2,236	54.8	5.10%	553	87	15.74	4.7	3.085
26	Tract 5	145000500	491	51.2	5.10%	196	20	10.17	4.7	1.993
26	Tract 6	145000600	3,688	51.1	5.10%	1,120	155	13.85	4.7	2.715
26	Tract 7	145000700	4,245	59.5	5.10%	1,048	227	21.64	4.7	4.243
26	Tract 8	145000800	5,038	33.2	5.10%	1,712	206	12.02	4.7	2.357
26	Tract 9	145000900	4,679	42.7	5.10%	1,536	218	14.22	4.7	2.788
26	Tract 10	145001000	6,220	35.1	5.10%	2,133	250	11.71	4.7	2.297
26	Tract 11	145001100	4,507	51.5	5.10%	1,259	232	18.43	4.7	3.613
26	Tract 12	145001200	3,386	22.4	5.10%	1,488	87	5.85	4.7	1.146
26	Tract 13	145001300	3,320	30.3	5.10%	1,380	107	7.78	4.7	1.526
26	Tract 17	145001700	2,761	25.6	5.10%	1,199	61	5.07	4.7	0.994
26	Tract 109	145010900	1,283	36.4	5.10%	378	41	10.79	4.7	2.115
26	Tract 110	145011000	7,006	27.3	5.10%	2,843	221	7.76	4.7	1.522
26	Tract 115	145011500	3,333	21.4	5.10%	1,522	74	4.86	4.7	0.952
	<b>Total</b>		<b>56,700</b>	<b>39.5</b>	<b>5.10%</b>	<b>19,372</b>	<b>2,191</b>	<b>11.31</b>	<b>4.7</b>	<b>2.217</b>

Source: U.S. Bureau of Census and Bureau of Labor Statistics  
Prepared by Metro Chicago Information Center

Sample Distressed Community Worksheet 3

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## Part VI. Worksheet 4: CDFI Distressed Community Activities

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### INSTRUCTIONS:

Worksheet 4 should *only* be completed if an Applicant is proposing to engage in CDFI Support Activities. 12 CFR 1806.103(o) defines CDFI Support Activities as assistance provided by an Applicant or its subsidiary to a CDFI (as defined on 12 CFR 1805.104(g)) that is *integrally involved* in a Distressed Community. This assistance may be in the form of an origination of a loan, technical assistance, or deposits. This Worksheet should be completed by *each* CDFI in which an Applicant is proposing to provide CDFI Support Activities.

The CDFI shall:

- (1) Identify one or more Distressed Communities that it currently serves. The Distressed Community must meet the requirements of the BEA Program (a CDFI Investment Area will not suffice) as described in 12 CFR 1806.200.
- (2) Complete Worksheet 3 and attach a map of each designated Distressed Community. In identifying a Distressed Community, completing Worksheet 3 and obtaining a map, the CDFI shall contact the CDFI Fund Help Desk at [www.cdfifundhelp.gov](http://www.cdfifundhelp.gov).
- (3) Complete Worksheet 4 in order to provide a description of the Distressed Community served by the CDFI and activities within such Distressed Community. Discuss how the CDFI is integrally involved within the Distressed Community.

In completing Worksheet 4, the CDFI shall discuss the nature and extent of activities that it has engaged in within the past three years (or other appropriate period of time). Such description should indicate the extent to which activities have been targeted within the boundaries of, or create a tangible benefit to, the identified Distressed Community.

*Example: A description of lending or investment activities should include the total number and dollar amount of transactions; a description of development service activities should discuss the nature of such activities and how they have benefited people or entities within the Distressed Community (e.g. number of residents receiving home ownership counseling, technical assistance provided to a nonprofit organization that serves residents).*

Taking into consideration the age, size, nature of products and services offered, the geographic area or market served, and other factors deemed appropriate by the Fund, a CDFI will be considered to be integrally involved in a Distressed Community if its activities are substantially focused on lending, investment, development service, or other activities targeted within the boundaries of a designated Distressed Community.

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## Part VI. Worksheet 4. CDFI Distressed Community Activities

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DISTRESSED COMMUNITY ACTIVITIES	
CDFI Name	
Narrative Description of Distressed Community	
Distressed Community Census Tracts	
ACTIVITIES	
Lending or Investments	
Development Services	
Other Activities	
Note: Attach additional pages as needed.	
To the best of my knowledge and belief, all of the information in Worksheet 4 is true and correct. The document has been duly authorized by the governing body of the CDFI.	
Authorized Representative (name and title):	Telephone Number:
Signature:	Date:



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## Part VII. Other Application Requirements

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### **A. Eligibility**

In order to demonstrate eligibility for an award, an Applicant shall submit a copy of its (1) certificate of insurance issued by the Federal Deposit Insurance Corporation; (2) articles of incorporation; (3) by laws; and (4) charter. This information must be submitted regardless of whether you have previously applied to the BEA Program under a previous funding round.

### **B. Annual Report**

An Applicant shall submit a copy of its most recent annual report.

### **C. Asset Size**

An Applicant shall submit a copy of its Report of Condition or Thrift Financial Report dated June 30, 1999 that was submitted to its Appropriate Federal Banking Agency.

### **D. Map**

If an Applicant proposes to carry out CDFI Support Activities and/or Development and Service Activities, it shall submit a map of the Distressed Community to be served by the Applicant and/or the CDFI that will be the recipient of CDFI Support Activities. An Applicant can obtain a map of its Distressed Community through the CDFI Fund Help Desk at [www.cdfifundhelp.gov](http://www.cdfifundhelp.gov).

### **E. Description of Distressed Community**

If an Applicant proposes to carry out CDFI Support Activities and/or Development and Service Activities, it shall submit a narrative description of each designated Distressed Community to be served by the Applicant and/or the CDFI that will be the recipient of the CDFI Support Activities. This description shall consist of a discussion of the economic and demographic characteristics of the Distressed Community and other relevant qualitative features.

## Part VIII. Environmental Review

The Fund's environmental review requirements are set forth in 12 CFR Part 1815. The Applicant should review such regulations carefully before completing this section. In order to assure compliance with those regulations and other requirements related to the environment, the Applicant shall provide the following information:

1. Are there any actions proposed in the application that do not constitute a “categorical exclusion” as defined in 12 CFR 1815.110?  
If YES, would any of these actions normally require an environmental impact statement (see 12 CFR 1815.108)?
2. Are there any activities proposed in the application that involve:
  - (a) historical or archeological sites listed on the National Register of Historic Places or that may be eligible for such listing?
  - (b) wilderness areas designated or proposed under the Wilderness Act?
  - (c) wild or scenic rivers proposed or listed under the Wild and Scenic Rivers Act?
  - (d) critical habitats of endangered or threatened species?
  - (e) natural landmarks listed on the National Registry of Natural Landmarks?
  - (f) coastal barrier resource systems?
  - (g) Coastal Zone Management Areas?
  - (h) Sole Source Aquifer Recharge Areas designated by EPA?
  - (i) wetlands?
  - (j) flood plains?
  - (k) prime and unique farmland?
  - (l) properties listed or under consideration for listing on the Environmental Protection Agency’s List of Violating Facilities?

[illegible]

If YES to any of the above questions, attach a detailed description of each action, clearly identifying the category in which the action falls.

## NOTIFICATION

As stated in 12 CFR 1815.105, if the Fund determines that the application proposes actions which require an environmental assessment or an environmental impact statement, any approval and funding of the application will be contingent upon:

- (1) The Applicant supplying to the Fund all information necessary for the Fund to perform or have performed any required environmental review;
- (2) The Applicant not using any Fund financial assistance to perform any of the proposed actions in the application requiring an environmental review until approval is received from the Fund; and
- (3) The outcome of the required environmental review.

In addition, as stated in 12 CFR 1815.106, if the Fund determines that an application, or any part thereof, is not sufficiently definite to perform a meaningful environmental review prior to approval of the application, final approval and funding of the application shall require supplemental environmental review prior to the taking of any action directly using Fund financial assistance for any action that is not a categorical exclusion.

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# Appendix A. Assurances and Certifications

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## A. OMB Standard Form 424B: Assurances—Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency.

As the duly authorized representative of the Applicant I certify that the Applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work (activities in application) within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specifies in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.

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## Appendix A. Assurances and Certifications (con't.)

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10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

### B. Additional Certifications

In addition to the assurances and certifications provided by the Applicant pursuant to OMB Standard Form 424B, the Applicant hereby assures and certifies that:

1. It is duly organized and validly existing under the laws of the jurisdiction in which it was incorporated or otherwise established, and is (or within 30 days will be) authorized to do business in any jurisdiction in which it proposes to undertake activities specified in this application;
2. Its Board of Directors (or similar governing body) has by proper resolution or similar action authorized the filing of this application, including all understandings and assurances contained herein, and directed and authorized the person identified as the authorized representative of the Applicant to act in connection with this application and to provide such additional information as may be required;
3. It will comply with all applicable requirements of the Community Development Banking and Financial Institutions Act of 1994 (the Act) [12 U.S.C. 4701 et seq.], regulations implementing the Act and all other applicable Department of the Treasury regulations and implementing procedures (and any regulations or procedures which are later promulgated to supplement or replace them);

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## Appendix A. Assurances and Certification (con't.)

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4. It will comply, as applicable and appropriate, with the requirements of OMB Circulars (e.g., A-110 and A-133) and any regulations and circulars which are later promulgated to supplement or replace them, including standards for fund control and accountability;
  5. It has not knowingly and willfully made or used a document or writing containing any false, fictitious or fraudulent statement or entry as part of this application or any related document, correspondence or communication. (The Applicant and its authorized representative should be aware that, under 18 U.S.C. 1001, whoever knowingly and willfully makes or uses such document or writing shall be fined or imprisoned for not more than five years, or both); and
  6. The information in this application, and in these assurances and certifications in support of the application, is true and correct to the best of the Applicant's knowledge and belief and the filing of this application has been duly authorized.
3. This certification is a material representation of fact upon which reliance is placed when the Fund determines to enter into this transaction. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Fund may terminate this transaction for cause or default.
  4. The Applicant shall provide immediate written notice to the Fund if at any time the Applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  5. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal", and "voluntarily excluded," as used in this clause (certification), have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Fund for assistance in obtaining a copy of those regulations (31 CFR part 19).

### **C. Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions:**

#### **Instructions for Certification**

1. By signing and submitting this application, the prospective primary participant (the Applicant) is providing the certification set out below.
  2. The inability of a person to provide the certification required below will not necessarily result in the denial of participation in this covered transaction. The prospective Applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Fund's determination whether to enter into this transaction (approval and funding of the application). However, failure of the Applicant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
6. The Applicant agrees by submitting this application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Fund.
  7. The Applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," to be provided by the Fund, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see 31 CFR part 19, Appendix B).
  8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A

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## Appendix A. Assurances and Certifications (con't.)

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participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Fund may terminate this transaction for cause or default.

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

1. The prospective primary participant (the Applicant) certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the applicant is unable to certify to any of the statements in this certification, such Applicant shall attach an explanation to this proposal.

### D. Certification Regarding Drug-Free Workplace Requirements

1. The Applicant certifies that it will provide a drug-free workplace by:
  - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employee for violations of such prohibition;
  - (b) establishing a drug-free awareness program to inform employees about:
    - (i) the dangers of drug abuse in the workplace;
    - (ii) the Applicant's policy of maintaining a drug-free workplace;
    - (iii) any available drug counseling, rehabilitation, and employee assistance program; and
    - (iv) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
  - (c) making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by subparagraph (a);
  - (d) notifying the employee in the statement required by subparagraph (a) that, as a condition of employment in such grant, the employee will:
    - (i) abide by the terms of the statement; and
    - (ii) notify the employer of any criminal drug use statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;
  - (e) notifying the granting agency in writing, within ten calendar days after receiving notice of a conviction under subparagraph (d) (ii) from an employee or otherwise

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## Appendix A. Assurances and Certifications (con't.)

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receiving actual notice of such conviction;

- (f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:
  - (i) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (ii) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).

- 2. The Applicant may insert in the space provided below the site(s) for the performance of work (activities carried out by the Applicant) to be done in connection with the award:

Place of Performance (Street Address, City, County, State and Zip Code)

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### E. Certification Regarding Lobbying

- 1. The Applicant certifies, to the best of its knowledge and belief, that:
  - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement,

and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this application, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subawards of all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

- 2. This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### F. Signature

I hereby certify and attest to the Assurances and Certifications as set forth in this Appendix A. The Applicant shall comply with these Assurances and Certifications to the extent required by law.

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Legal Name of Applicant

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Print Name and Title of Authorized Representative

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Signature of Authorized Representative

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Date signed